

CHAPTER 3

PROFESSIONAL DEVELOPMENT

[Prior to 6/1/88, see Engineering and Land Surveying Examiners, Board of [390] Ch 3]

193C—3.1(542B) General statement. Each licensee is required to meet the continuing education requirements of this chapter for professional development as a condition of licensure renewal.

Continuing education is education obtained by a licensee in order to maintain, improve, or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge. Terms used in this chapter are defined as follows:

“*College/unit semester/quarter hour*” means advanced technical and graduate courses from universities with programs accredited by Engineering Accredited Commissions of the Accreditation Board for Engineering and Technology or other related college course qualified in accordance with this chapter.

“*Continuing education unit (CEU)*” means the unit of credit customarily used for continuing education courses. One continuing education unit equals ten hours of class in approved continuing education course.

“*Course/activity*” means any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice.

“*Professional development hour (PDH)*” means a contact hour of instruction or presentation and is the common denominator for other units of credit.

193C—3.2(542B) Units.

3.2(1) PDH conversion. The unit for the professional development requirements is the professional development hour (PDH). The conversion to this unit from other units is:

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| 1. | 1 College or unit semester hour | 45 PDH |
| 2. | 1 College or unit quarter hour | 30 PDH |
| 3. | 1 Continuing Education Unit | 10 PDH |
| 4. | 1 Hour of professional development
in course work, seminars, or professional or technical presentations
made at meetings, conventions or conferences | 1 PDH |
| 5. | For teaching apply multiple of 2* | |
| 6. | Each published paper, article, or book | 10 PDH |
| 7. | Active participation in professional and technical society
(Each organization, per renewal) | 2 PDH |
| 8. | Each patent | 10 PDH |

*Teaching credit is valid for teaching a course or seminar for the first time only. Teaching credit does not apply to full-time faculty.

3.2(2) Determination of credit. The board has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

1. Credit for qualifying college or community college courses will be based upon course credit established by the college.

2. Credit for qualifying seminars and workshops will be based on one PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional or technical society meetings will earn PDH units for the actual time of each program.

3. Credit for active participation in professional and technical societies (limited to 2 PDH per renewal per organization) requires that a licensee serve as an officer or actively participate in a committee of the organization. PDH credits are earned for a minimum of one year's service.

4. Credit for published material is earned in the biennium of publication; credit for patents is earned in the biennium the patent is issued.

193C—3.3(542B) Biennial requirement. The continuing education requirement for biennial licensure renewal is 30 professional development hours for an active licensee in engineering or land surveying. The requirement must be satisfied during the biennium prior to licensure renewal except for the carryover permitted. The number of professional development hours which may be carried forward into the next biennium shall not exceed 15.

193C—3.4(542B) Professional development guidelines. Continuing education activities which satisfy the professional development criteria are those which relate to engineering or land surveying practice or management. It is recognized that an engineer's specialized skills must have as their foundation a fundamental knowledge of chemistry, physics, mathematics, graphics, computations, communication, and humanities and social sciences. However, continuing education in the fundamentals alone will not be sufficient to maintain, improve, or expand engineering skills and knowledge. For that reason, licensees will be limited in their use of fundamental courses in proportion to ABET criteria for accreditation of engineering curricula. Continuing education activities are classified as:

3.4(1) Group 1 activities. Group 1 activities are intended to maintain, improve, or expand skills and knowledge obtained prior to initial licensure. Quantities listed are maximum per renewal:

1. Mathematics and basic sciences—10 PDH maximum

Math beyond Trigonometry

Basic sciences:

Chemistry

Physics

Life sciences

Earth sciences

2. Engineering sciences—10 PDH maximum

Mechanics

Thermodynamics

Electrical and electrical circuits

Materials science

*Computer science

*Courses in computer science will generally be considered a part of the Engineering Sciences category in the ABET criterion and therefore limited to a maximum of 10 PDH per renewal period.

3. Humanities and social sciences—5 PDH maximum
 - Philosophy
 - Religion
 - History
 - Literature
 - Fine arts
 - Sociology
 - Psychology
 - Political science
 - Anthropology
 - Economics
 - Foreign languages
 - Professional ethics
 - Social responsibility
4. Engineering curriculum courses—10 PDH maximum
 - Accounting
 - Industrial management
 - Finance
 - Personnel administration
 - Engineering economy
 - English
 - Speech
 - *Computer applications

*Courses in CAD and fundamental computer applications will generally not be applicable in either Group 1 or Group 2 activities. The computer is viewed as a tool available to the engineer or land surveyor, much as a pencil or hand-held calculator is a tool. Only computer courses which have the solution of engineering or land surveying problems as a purpose will be considered acceptable. An example of this might be a course which trains an engineer in the utilization of a specific software package to perform structural analysis. The concept of the computer as a tool does not apply to a computer engineer.

3.4(2) Group 2 activities. Group 2 activities are intended to develop new and relevant skills and knowledge. Credit for participation in activities in the group is unlimited, subject to maximum carry-over. Typical areas include:

- Postgraduate level engineering science or design
- New technology
- Environmental regulation
- Courses in management of engineering or land surveying activity (regular work duties do not qualify)

3.4(3) Exclusions. Types of continuing education activities which will be excluded from allowable continuing education are those in which it is not self-evident that the activity relates directly to the licensee's practice of professional engineering or land surveying or the management of the business concerns of the licensee's practice, or which do not comply with the board's administrative rules. Activities which do not qualify as continuing education are as follows:

- Regular employment
- Toastmasters club meetings
- Service club meetings or activities
- Personal estate planning
- Banquet speeches unrelated to engineering
- Professional society business meeting portions of technical seminars
- Financial planning/investment seminars
- Foreign travel not related to engineering study abroad
- Personal self-improvement courses
- Real estate licensing courses
- Stress management
- Trade shows
- Peer review
- Accreditation review

Independent study—Independent study by a licensee may be accepted by the board when:

1. A written evaluation process is completed by the independent study provider; and
2. A certificate of satisfactory completion is issued by the provider; and
3. Evaluation assessment is issued to the licensee by the provider; and
4. Documentation supporting such independent studies is to be provided to the board at the time of license renewal if such activities are being claimed for professional development hours (PDH).

A maximum of six PDHs of independent study courses will be allowed per biennium per licensee.

193C—3.5(542B) Inactive licensees. Licensees who are not engaged in engineering or land surveying practice which requires licensure in Iowa may be granted inactive status. No inactive licensee may practice in Iowa unless otherwise exempted in Iowa Code chapter 542B. Inactive licensees are exempt from the continuing education requirements.

193C—3.6(542B) Multiple branch licensees. Continuing education requirements for licensure in more than one engineering branch are the same as for licensure in a single branch of engineering.

193C—3.7(542B) Engineer-land surveyor licensees. The continuing education requirement for biennial licensure renewal for active licensure in both engineering and land surveying is 20 professional development hours in engineering and 20 professional development hours in land surveying. The requirement must be satisfied within the biennium prior to licensure renewal except for the carryover permitted. The number of professional development hours which may be carried forward into the next biennium shall not exceed 10 hours for each profession.

A licensee may have active status in one profession and inactive status in the other. In that case, the licensee shall meet the continuing education requirements for licensure in the profession in which active licensure is maintained.

193C—3.8(542B) Reinstatement to active licensure. A person who wishes to reinstate a lapsed or inactive licensure of one year or more must satisfy one of the following requirements:

1. Satisfaction of one-half the biennial requirement multiplied by the number of years of lapsed or inactive status. The minimum continuing education requirement shall be one-half the biennial requirement. The maximum continuing education requirement shall be one and one-half times the biennial requirement. The requirement shall be satisfied within the biennium prior to reinstatement.

2. Successful completion of the Principles and Practice Examination within one year immediately prior to application for reinstatement.

Lapsed licensees of one year or more may not reinstate to inactive status.

193C—3.9(542B) Exemptions. The continuing education requirements may be reduced in proportion to the following:

1. Periods of time exceeding 120 consecutive days that the licensee serves honorably on active duty in the military services.

2. Periods of time that the licensee is licensed in another state or district having continuing education requirements for professional engineering or land surveying, equal to or more stringent than the requirements of these rules and meets all requirements of that state or district for practice therein.

3. Periods of time exceeding 120 consecutive days that the licensee is an employee working as a professional engineer or land surveyor, and assigned to duty outside the United States of America.

193C—3.10(542B) Hardships or extenuating circumstances. The board may in individual cases involving hardship or extenuating circumstances grant waivers of the continuing education requirements for a period of time not to exceed one year. No waiver or extension of time shall be granted unless the licensee makes a written request to the board for such action.

193C—3.11(542B) Noncompliance. A licensee who does not satisfy the continuing education requirements for licensure renewal will be placed on probationary status and notified of the fact before April 1 following the renewal date. The licensee must show that the deficiencies have been satisfied before July 1 following the renewal date. If the deficiencies are not made up within the specified period of time, the individual's licensure shall be classified as lapsed without further hearing.

An individual who applies for licensure renewal after licensure has lapsed and has not satisfied the continuing education requirements will be notified of the fact within 30 days of receipt of the renewal. The licensee must show that the deficiencies have been satisfied before July 1 following the renewal date unless granted additional time by the board due to extenuating circumstances.

193C—3.12(542B) New licensees. A new licensee shall satisfy one-half the biennial continuing education requirement at the first renewal following initial licensure.

193C—3.13(542B) Reports, records, and audits. At the time of application for licensure renewal, each licensee shall report on a form provided by the board the professional development activities undertaken during the preceding period to satisfy the requirements of this chapter.

3.13(1) Record keeping. Maintaining records to be used to support credits claimed is the responsibility of the licensee. Records required include, but are not limited to:

a. A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned;

b. Attendance verification records in the form of completion certificates, or other documents supporting evidence of attendance; or

c. Records as maintained by the Professional Development Registry for Engineers and Surveyors (PDRES) or similar repositories. These records must be maintained for a period of three years and the board may request copies for audit verification purposes.

3.13(2) *Audit of licensees.* The board may audit licensees by random selection or in cases requiring additional information. For each activity listed on the renewal form, persons chosen for audit shall furnish:

- a.* Proof of attendance;
- b.* Verification of the hours claimed; and
- c.* Information about the course content.

3.13(3) *Out-of-state residents.* Residents of other states with mandatory continuing education may satisfy Iowa requirements by signing an affidavit and attaching a copy of their most recent resident state continuing education reporting form. However, if selected for audit they must provide the documentation specified in the previous paragraph.

These rules are intended to implement Iowa Code sections 542B.6, 542B.18, 272C.2 and 272C.3.

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